

GEORGIA COURTS REGISTRAR

User Manual



Table of Contents

Overview	2
Court Reporting	3
Individual Registration – New Applications.....	3
Individual Registration – Renewal Applications.....	4
Firm Registration – New Applications	5
Firm Registration – Renewal Applications	6
Family Violence Intervention Programs	7
Creating a New Account	7
Entering Class Locations and Schedules.....	7
Submitting Monthly Reports.....	8
New and Renewal Applications	9
Georgia Courts Registrar Tips	11

Overview

The Administrative Office of the Courts developed the [Georgia Courts Registrar](#) as an electronic means for court professionals, judges, and clerks to satisfy registration, certification, and licensure requirements prescribed by their governing organizations. The [Registrar](#) application merges the former separate processes for court reporters, interpreters, and neutrals; court-connected program providers; and magistrate and municipal court judges into a combined, web-based registration tool. It allows for data entry, document upload, messaging, and online payment.

Please use Google Chrome for the best user experience. It can be downloaded for free on the Registrar homepage.

Court Reporting

Individual Registration – New Applications

1. On the [Georgia Courts Registrar](#) home page, create a new account by selecting “Georgia Court Reporters” from the dropdown list, then clicking “Create Account.” On the registration page, enter all required information (indicated by asterisks), then click “Register.” You will receive an email to activate your account.
2. Once you activate your account, return to the [Georgia Courts Registrar](#) home page and login with your username and password.
3. On the profile page, you may review and edit your information and reset your password. To save changes to your profile, click “Save” after you make edits. Re-enter the password you used to login in the “Re-enter Password” field.

If you wish to reset your password, click “Reset Password.” New passwords must be at least eight characters including one uppercase letter, one special character, and one number.

The colored tiles on the right side of the page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step.

4. At the bottom of the profile page, select “Questionnaire 1 – New Application.” Answer every question, and then click “Submit.” Click on “Questionnaire 2 – Georgia Test” and answer the questions.
5. In the blue menu bar at the top of the profile page, select “Documents” to upload copies of your photo identification and notarized affidavit to verify lawful presence as required by Georgia law. Also, upload your completed Georgia test.

To upload documents, click “Choose New” next to document name, then select the appropriate document from your personal computer file. Next to document title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

6. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of your profile information. Click “Payment” to pay and complete the application process.

For technical support, contact us by email, CourtReporting@gaaoc.us, or telephone, 404-463-3808.

Individual Registration – Renewal Applications

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.
2. On the profile page, review and edit your information. Each field with an asterisk is required. To save changes to your profile, click “Save.” Re-enter the password you used to login in the “Re-enter Password” field.

The colored tiles on the right side of the page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step.

3. At the bottom of the profile page, select “Questionnaire 1 – Renewal Application.” Enter all required information, and then click “Submit.”
4. If you are a non-citizen or need to upload other documents, select “Documents” on the blue menu bar at the top of the profile page.

To upload documents, click “Choose New” next to document name, then select the appropriate document from your personal computer file. Next to document title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

5. If you work for a court reporting firm, click “Firms” in the blue menu bar at the top of the page. Click the box(es) next to the firm(s) where you work. Click “Save” at the bottom of the page.
6. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of your profile information. Click “Payment” to pay and complete the application process.

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Firm Registration – New Applications

1. On the [Georgia Courts Registrar](#) home page under “New Account,” select “Register a Court Reporting Firm” from the dropdown list, then click “Create Account.”
2. If you already have an account with the Georgia Courts Registrar, choose option 1, type your username and password, then click “Continue.” A list of known court reporting firms appears. Scroll to the bottom of the page and click “Register New.”
3. If you do not have an account, choose option 2 and click “Continue.” On the profile page, enter information in every field, then click “Save.” You will receive an email to activate your account. (Disregard the red tiles on the right side of the personal profile screen if you are not a court reporter.) Once you activate your account and login, click “Firms” at the top of the page. On the firms page appears a list of known court reporting firms. Scroll to the bottom of the list and click “Register New.”
4. On the firm profile page, enter all required information then click “Register.”
5. Click on your firm’s name. Click “Edit” at the bottom of the page.

The colored tiles on the right side of the page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step.

6. At the bottom of the page, click “Questionnaire 1 – Firm New Application,” enter all required information, then click “Submit.”
7. In the blue menu bar at the top of the page, select “Documents” to upload copies of the firm owner’s photo identification and affidavit to verify lawful presence as required by Georgia law.

To upload documents, click “Choose New” next to document name, then select the appropriate document from your personal computer file. Next to document title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

8. Click firm at the top of the page. Click on your firm’s name and click “Edit” at the bottom of the page. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of the firm profile. Click “Payment” to pay and complete the application process.

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Firm Registration – Renewal Applications

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.
2. On the profile page, review and edit your information. Each field with an asterisk is required. To save changes to your profile, click “Save.” Re-enter the password you used to login in the “Re-enter Password” field.
3. Click “Firms” at the top of the page. On the firms page appears a list of known court reporting firms. Scroll to your firm, click on the name, and then click “Edit” at the bottom of the page.
4. If any of your information is incorrect, edit it, and click “Save.” Re-enter the password you used to login in the “Re-enter Password” field. Click on your firm’s name. Click “Edit” at the bottom of the page.
5. The colored tiles on the right side of the page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step.
6. At the bottom of the page, click “Questionnaire 1 – Firm Renewal Application,” enter all required information, then click “Submit.”
7. If you are a non-citizen or need to upload other documents, on the blue menu bar at the top of the profile page select “Documents.”

To upload documents, click “Choose New” next to document name, then select the appropriate document from your personal computer file. Next to document title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

8. Click “Firms” at the top of the page. Click on your firm’s name and click “Edit” at the bottom of the page. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of the firm profile. Click “Payment” to pay and complete the application process.

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Family Violence Intervention Programs

Creating a New Account

These steps should be taken by the primary contact.

1. On the [Georgia Courts Registrar](#) home page, create a new account by selecting “Family Violence Intervention Program” from the dropdown list and clicking “Create Account.” On the registration page, enter all required information (indicated by asterisks), then click “Register.” Passwords must be at least eight characters including one uppercase letter, one special character, and one number. You will receive an email to activate your account.
2. Once you activate your account, return to the [Georgia Courts Registrar](#) home page and login with your username and password.
3. Follow the steps on the screen to create a new program. If your program is not listed, click “Register New” at the bottom of the page. Enter all required information (indicated by asterisks), then click “Register.” The firm address should be the program’s mailing address. Staff will verify your account, and you will receive an email with next steps.

For technical support, contact us by email, FVIPsupport@gaaoc.us, or telephone, 404-463-3808.

Entering Class Locations and Schedules

1. After receiving the email from staff, return to the [Georgia Courts Registrar](#) home page and login with your username and password. Click the blue “Locations” button to enter your locations and class schedule information. This is necessary to remain on the state certified FVIP list.
2. Enter information in the boxes beginning with “Location Name” for each location where you hold classes. After you enter information for one location, click “Save.” If you have more than one location, use unique names for each location. Continue adding all locations where classes are held, clicking “Save” after each one.

The information you entered for your program will automatically be added as a location where you hold classes. Please select the correct county for this location.

3. Click “Location Schedules” to add the class information. Click “Locations” and then click on the name of first location. Enter the class information for that location and click “Save.” Click “Schedules” to continue adding classes for that location.

To add classes to other locations, click “Locations” and then click the name of the next location. Add classes for every location.

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Submitting Monthly Reports

Monthly reports must be submitted by the tenth day of each month for the previous month's newly enrolled participants.

1. Login to the [Georgia Courts Registrar](#) with your username and password.
2. If locations or class schedules have changed, please edit them by clicking the blue "Locations" button.
3. Click the blue "Monthly Report" button. If all of your location information is correct, check the box and click "Continue." If not, please follow step two.
4. Select the month, year, and location for which you are reporting monthly fees. Monthly fees must be reported for every location. Click "Continue."
5. Enter the name, gender, birth date, referral source, date ordered, and county of referral for each new participant that enrolled in your program at that location. If a participant was self-referred, you can enter the date they started class as the "Date Ordered to FVIP." Click "Save" after each participant. Click "New Participant" to add another participant. Once you have entered all new participants, click "Continue." If there were no new participants, do not enter any participant data but continue clicking through the wizard.
6. The screen will show you the payment due for that location's monthly fees. Click "Submit" if all information is correct. Click "Back" if you need to make any changes.
7. Complete the payment page – you can pay by check or credit card.
8. If you have more than one location, click "Firms – Monthly Reports" from the blue menu bar. Complete the process for each location.

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New and Renewal Applications

FVIP new and renewal applications have two primary parts – firm information related to the program and individual information related to each facilitator or owner. Staff will not process your program's application until firm and individual information is complete, and your application payment is received.

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.
2. On the profile page, review and edit your information if there are any changes. Each field with an asterisk is required. Click "Save" after you make any changes. Re-enter the password you used to login in the "Re-enter Password" field. Skip this step if there are no changes.

Important: The colored tiles on the right side of the page indicate the status of your application process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators not buttons.

Facilitator Information

3. Every facilitator must have a profile within your firm. Click "People – New Person" from the blue menu at the top of the page. Enter the required profile information (indicated by asterisks) for a facilitator and click "Save."

At the bottom of the profile page, select "Questionnaire 1 – Facilitator Renewal Application" or "Questionnaire 1 – Facilitator New Application." Answer every question and then click "Submit."

4. To enter information for another facilitator, click the blue "New Person" button at the top of the page. Complete step three. Repeat these steps for all facilitators and owners.

To search among your staff, click the blue "Search People" button at the top of the page. You can search by first name, last name, or first and last name (no partial names accepted). Click "Search." To navigate to that person's profile, click the name and wait for the page to appear.

Important: To view which requirements you have completed per staff member, click the blue "Staff List" button at the top of the page. Once all tiles are yellow or green for each facilitator, you have completed the facilitator portion of the application.

Firm Information

5. Click "Firms" in the blue menu bar. At the bottom of the profile page, click the blue text "Questionnaire 1 – Firm Renewal Application" or "Questionnaire 1 – Firm New Application." Answer every question and then click "Submit." All questions require a response.

For the questions that require a document upload, click "Submit" at the bottom of the questionnaire. Then, select "Documents" on the blue menu bar at the top of the profile page.

To upload documents, click “Choose New” next to document name and select the appropriate document from your personal computer file. Next to document title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

6. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of the firm profile. Click “Payment” to pay and complete the application process.

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Georgia Courts Registrar Tips

If your **profile changes are not saving**, make sure you have entered information in all fields with an asterisk. Click “Save.” Re-enter the same password you used to login in the “Re-enter Password” field. If you still have issues, make sure you are using Google Chrome.

Save your work by clicking “Submit” before you move to another menu item or saved page, or you may have to re-enter your data.

You can **send a message** to an administrator by clicking “Messages – My Messages” in the blue bar at the top of the screen.

If your **Questionnaire tile remains red**, double check that you have answered every question in the Questionnaire.

Payments cannot be made until all other tiles are green or yellow.

Staff will not **review your application** until you have paid and your status changes to Submitted – Pending Approval.

The **status of your application** will always show on the top of your profile. You will receive an email from staff when your application is approved.